

	Blue Card (Y/N)	Counselor	Before you start	Who signs off on requirements	How does it get turned in and recorded	Who signs off on partials	How are Partial turned in/recorded
Summer/Fall Camp	N	Person teaching class at camp	Register for classes through Long Term Camp Coordinator.	Person teaching class at camp	Camp provides complete/partial list to Long Term Camp Coordinator and Advancement Chair	Troop Merit Badge Counselor on master list. Troop finisher <u>only</u> for those MB that <u>do not have</u> designated Counselors on list.	Scout turns in signed workbook or blue card from Counselor or Finisher with signed off partial requirements. Can be done as partials are fulfilled or as a complete when all done. Must include requirement number and date. See Note 2.
MB Classes offered by Troop	N	Troop Adult (MB Concelor) teaching class	Sign up for class.	Troop Adult teaching class	Troop Adult teaching class turns in class roster with completed requirements to Advancement Coordinator	Troop Adult teaching class	Troop Adult teaching class turns in roster of completes as they come about.
MB Classes offered by External Organizations (HMNS, Moody Gardens, UH MB Day, etc.)	Maybe	Person teaching class from organization	Scoutmaster must approve BEFORE attending class. Depending on organization, SM may need to sign blue card or may sign registration schedule.	Person teaching class from organization	Scout turns in partial/completes. Method depends on organization. MUST include: -Scoutmaster's approval to take class - partial/complete information - name of person teaching class - date each specific requirement was completed	Troop Merit Badge Counselor on master list. Troop finisher <u>only</u> for those MB that <u>do not have</u> designated Counselors on list.	Scout turns in signed workbook or blue card from Counselor or Finisher with signed off partial requirements. Can be done as partials are fulfilled or as a complete when all done. Must include requirement number and date. See Note 2.
Individual work	Y	Troop Merit Badge Counselor (check list posted in lobby or the website). See Note 1.	Scoutmaster signs blue card BEFORE starting. MB Councilor FOR THAT SPECIFIC MB must be contacted BEFORE starting.	Troop Merit Badge Counselor FOR THAT SPECIFIC MB. See Note 1.	Once complete, Counselor signs blue card as complete and gives to Scout who is responsible to turn it into the Advancement Chair.	Scout works with Counselor until ALL requirements are fulfilled.	Partials are NOT turned in.

Note 1: Scouts will only receive credit for a MB if he worked with the approved counselor for that Merit Badge. If there is not one listed, contact advancement chair who will assist Scout in finding a counselor to work with. Other adults (including Scoutmaster, Asst Scoutmaster, and parents) are not allowed to sign off on a Merit Badge unless they are the approved councilor for that badge.

Note 2: A counselor signing off on partials should only note the requirements that they are presented and have first hand knowledge off. The counselor should NOT sign off as to the completion of all the work. Example: Scout completes Req 1,3,and 4 at camp. Counselor is asked to sign for the remainder of the partial - 2 & 5. Counselor/finisher should only review and record 2 & 5. 1, 3 and 4 should have been reported by camp and should already be in system.